

Maryland Higher Education Commission

APPLICATION FOR APPROVAL TO OPERATE AN “OTHER BUSINESS”

_____ (FILL IN SCHOOL NAME) (the “School”) is seeking the required approval from the Maryland Higher Education Commission to conduct “Other Business” on the premises of the School. **The School must provide satisfactory evidence to the Maryland Higher Education Commission that the “Other Business” will not interfere with the School’s approved programs.**

Complete one application per each “Other Business”

The School’s “Other Business” may be (I) Training Related or (II) Non-Training Related.

1. ☐ **YES** ☐ **NO** The School is proposing to offer **TRAINING** as an “Other Business” (e.g., continuing education, workshops, seminars, tutoring). If your answer is **YES**, please skip to Question 3 and complete questions 3 through 7. If **NO**, please continue to Question 2.

2. ☐ **YES** ☐ **NO** The School is proposing to conduct **NON-TRAINING** related “Other Business” (e.g. real estate sales, tax preparation, recording studio, consulting, repair work). If your answer is **YES**, please complete Questions 3, 4 and 5 and then proceed to **Exhibit A: “Affirmation for Approval to Operate an ‘Other Business’.”** If **NO**, please complete questions 3 through 7.

3. The School is proposing to offer _____
_____.

4. Describe how the proposed “Other Business” schedule will be coordinated with the School’s schedules for its approved training program(s):

5. Describe how the School’s approved training program(s) resources (i.e., facility, equipment and personnel) will be utilized for the proposed “Other Business”:

6. Describe the participant population to be trained by the proposed “Other Business” training:

7. Explain the desired training/educational objectives for the proposed “Other Business” training:

Total number of hours
for “Other Business” training: _____

Participant Charge
for “Other Business” training: \$ _____

► **Attach copies of anticipated advertising or promotional materials to be used in conjunction with the proposed “Other Business”.**

► **Complete and return Exhibit A entitled “Affirmation for Approval to Operate an ‘Other Business’.”**

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EXHIBIT A

AFFIRMATION

FOR APPROVAL TO OPERATE AN "OTHER BUSINESS"

_____ (FILL IN SCHOOL NAME) (the "School") is proposing to offer "Other Business" from the premises of the School. The School is, therefore, seeking the required approval from the Maryland Higher Education Commission. This approval to conduct "Other Business" on the premises of the School will be based solely upon the terms and conditions as set forth in **Exhibit A**, this Affirmation; the Application; and any related documentation as required by the Application.

The School affirms that it will abide by the following terms and conditions in offering "Other Business."

☐ Yes ☐ No

The School affirms that it will have designated classroom facilities and equipment that will be reserved for the exclusive use of the School's approved programs during scheduled school hours.

☐ Yes ☐ No

The School affirms that the operation of "Other Business" will not interfere with or take place in areas dedicated to the delivery of the School's approved programs during scheduled school hours.

☐ Yes ☐ No

The School affirms that, during the hours that School personnel are designated to administer or instruct, in connection with any approved program, they will work exclusively for such purpose.

☐ Yes ☐ No ☐ Not Applicable ("Other Business" does not involve training.)

If "Other Business" involves training, the School affirms that it will offer said training solely as:

- (a) contract training¹; or
- (b) corporate training exclusively for corporate employees; or
- (c) workshops, seminars and demonstrations which are not part of a program and which are not sufficient in content and length to qualify an individual for a specific occupation; or
- (d) continuing education training that is intended to maintain an individual's professional skills and licenses or to update the knowledge required for an individuals' current occupation.

PRESIDENT/AUTHORIZED SIGNATORY

DATE

PRINT NAME AND TITLE

WITNESS

DATE

¹ Per the Policies & Procedures Manual: The exemption for funded group contract training does not apply to training provided through an individual training account or voucher.